



Office of the City Clerk

Weekly Report – for Week Ending February 26, 2016

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Elections -

Staff attended the Future of California Elections 2016 “Building Partnerships for a Stronger Democracy” seminar on February 25 and 26.

Staff conducted a community college outreach blitz at LA Valley College on February 22, 23 and 24. They gave 19 classroom presentations and registered 129 voters.

2016 Neighborhood Council (NC) Elections -

The candidate filing period for Region 4 closed on February 8 and the deadline to withdraw was February 22. The list of certified candidates was issued on February 23. Similarly, the candidate filing period for Region 2 closed on February 9, with the deadline to withdraw on February 23, and the list of certified candidates issued on February 24. The Westwood Neighborhood Council will hold an all vote-by-mail (VBM) election on June 6. Six VBM applications have been received since December 1. The table below summarizes those efforts:

Region	Number of Candidates Pending	Number who Did Not Qualify	Number of Candidates Certified
1	0*	28	162
2	0*	11	73
3	7		135
4	0*	14	138
5	23		85
6	7		31
7	6		16
8	5		11
11	1		9
Totals:	49	53	660

**Filing has closed; no candidates pending.*

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	31/7
Number of Notices/Publications	22
Number of Contracts Attested	72
Number of Council Files Created	85
Number of Claims Received	115
Number of Referrals	40
Number of Council Meetings	3
Number of Committee Meetings	8

Visual demonstrations and training of the e-signature pilot program were provided to the Mayor’s Office. The new feature is expected to begin in early March.



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Neighborhood and Business Improvement Districts -

On February 23, 2016, the Economic Development Committee approved the City Clerk report (CF 14-0903) in response to a motion (Fuentes – Blumenfeld). This motion required information relative to best practices, legal issues and policy restrictions for Business Improvement Districts and the Annual Planning Reports for the Downtown Center and Hollywood Media District Business Improvement Districts.

Archival Projects:

The City Archives posted to our You Tube page a clip showing a Downtown Traffic Study from the Board of Public Utilities and Transportation:

https://www.youtube.com/watch?v=VqG1_8Sh3WA&feature=youtu.be

Applications and Infrastructure -

Per the City Attorney's request, the electronic claims form, which was developed by the City Clerk, has been replaced with the new City Attorney "CityLaw" claims electronic form. All online filing will now be directed to the City Attorney's website.

Staff is setting up a pilot project for the Board of Public Work (BPW) to begin using an agenda management software. This will allow the BPW to create and manage their meeting agendas electronically, eliminating the traditional manual process. This is the same software being used to generate Council-committee agendas.

Personnel -

Staff is finalizing details regarding the Sick Leave Improvement Program that will be released this week. This will address employees who are using excess sick leave with the goal of changing that behavior. Supervisors will be required to counsel any employee who is abusing sick time. Since this will be an ongoing program, employees who continue to be on this list will be subject to progressive discipline.

ISSUES

The Rules, Elections, Intergovernmental Relations and Neighborhoods Committee will be hearing public comment regarding a proposed ballot measure aimed at restructuring the DWP governance. The first meeting is tentatively scheduled for March 3 in Van Nuys City Hall at 9:00 a.m. Other meetings around the City TBA.

UPCOMING. . . .

None to report.